

## Chapter 5: Preparing Local Estimates

### Section Summaries

#### **Introduction**

The most important work that the participant will do during Address List Review 1999 is the gathering of information to compare their results with the Census Address List. While the individual addresses are important to the participant and the Census Bureau, they are only a tool in determining how many residential housing units there are in a Census 2000 collection block.

#### **Preparation of Local Estimates**

Local estimates of residential housing units should be comprehensive, current, and conform to the Census 2000 collection blocks supplied by the Census Bureau. Estimates can be from the local or tribal government or they can be from other local government agencies.

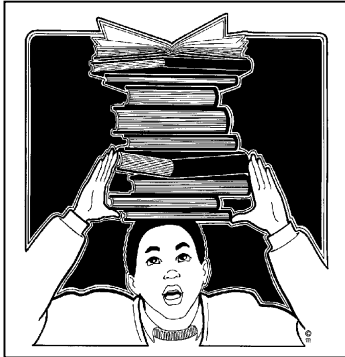
#### **Strategies for Counting Housing Units**

There are many ways for the participant to organize their address information that will produce useable estimates. By using the Census Bureau's method and focusing on problem areas, participants can achieve better results from the Address List Review opportunity. This section also will help you decide which type of materials to use; paper or computer-readable.

#### **Introduction**

Address List Review 1999 allows local and tribal governments to view the Census Bureau's Block Housing Unit Summary List and related maps to help prepare local and tribal estimates of housing unit counts within each Census 2000 collection block. This local information can then be compared to Census Bureau block tallies and discrepancies can be noted and forwarded to the Census Bureau. These discrepancies will be resolved by having Census Bureau staff recheck the information in the field.

## **Preparation of Local Estimates**



To participate in Address Review 1999, you will need to develop local estimates that show the number of housing unit within each census 2000 collection block. Prepare your local or tribal housing unit estimates so that they are:

- Comprehensive; that is, they include all housing units for an entire block.
- Current; that is, they are of November 1998 vintage or newer.
- In conformance with the census blocks displayed on the Address List Review maps.

Many governmental units have access to current and comprehensive files of housing units. We recommend the use of such files, especially those that are frequently updated and are flexible enough to produce local housing unit estimates at the block level. These sources must allow you to depict the housing unit stock as of a specific date.

### **Gathering Comprehensive Estimates**

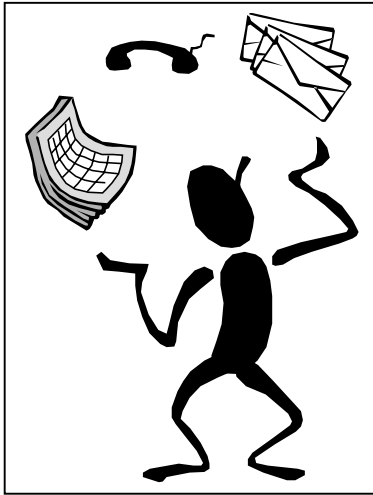
Participants will need to gather a comprehensive list of all census 2000 blocks and the housing units contained within those blocks for their entity. Many governments have maintained housing unit information for the 1990 Census blocks in their jurisdiction.

The address list that you gather to prepare your local housing unit counts should also be as comprehensive as possible. These addresses can be gathered from address lists and files kept by your government, tax assessment records, and utility records.

If you have comprehensive block counts of housing units that are outdated, you may update them by supplementing them with counts from other local sources. For example you may try updating the 1990 census block counts by supplementing them with counts retrieved from property permit records, demolition permits, and certificates of occupancy since April 1, 1990.

## Gathering Current Information

There are a variety of records that might be useful in creating a current list of addresses and their Census 2000 block location in every local or tribal government. When records fail to give you current information, you may need to go into your area and count the housing units in each block. The Census Bureau is **not** requiring that you field check your entire jurisdiction, it is only one option open to you. If you use more than one source to create local housing unit estimates, make sure that housing units from all sources are not double-counted in the aggregated block estimates. You might have to unduplicate housing units by individual addresses to avoid a systematic over count.



- Address Listing/Files – maintained by your government (including those used for mass mailings or essential services such as police, fire or sanitation programs) or purchased from commercial vendors are an acceptable source for creating local estimates, provided that they are current and comprehensive themselves. If you use an address list from E-911, be aware that some E-911 addresses are not mail delivery addresses. E-911 addresses should be used as physical location descriptions only.
- Tax Assessment Records – may supply up-to-date estimates of housing units.
- Utility Connection Records – are other sources for developing housing unit estimates. Utilities like electricity, gas, water and sewer, and cable television are all good sources, if they use the address or location of the service and not the billing address, which may not be the same.
- Property Permit Records, Occupancy Certificates, and Demolition Permits – are useful for updating an older comprehensive base file by supplementing it with property permits such as those maintained for new construction, demolitions, mobile homes and occupancy status changes. The older comprehensive base file can be brought up to date by adding and deleting the number of units constructed, demolished, or changing status.

In some parts of the country, mobile home permits are issued every time an occupant moves. If this is the practice in your governmental unit, you should not use this type of record to prepare your estimates since this method may result in duplicate addresses. If you have any doubts about using this source, contact your RCC (see Part A Chapter 1).

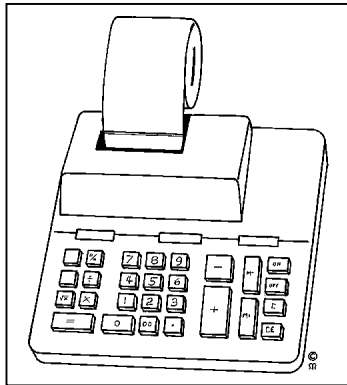
Tribal governments may have other sources of addresses and location counts for housing units that other local governments do not have. Since housing units from the following sources may overlap, check to make certain that they are only counted once.

- Housing Authority Records – These authorities keep records for housing units under construction; occupied housing units; vacant units undergoing rehabilitation, but eligible for occupancy; and inhabitable housing units.
- Tribal, Village, or Indian Health Service/Environmental Health Office Records – These offices may have records of housing units since they are responsible for environmental concerns such as sewage disposal and water wells.
- Tribal Village, or Bureau of Indian Affairs (BIA) Enrollment Records – You may use enrollment records, but use caution when using this source to create local housing unit estimates. These records usually reflect persons (and/or families) enrolled in a specific tribe and may not provide adequate housing information to create estimates. You must identify and tally all separate living quarters, by block, using current enrollment records where address information is located within the reservation or on off-reservation trust lands.
- Tribal governments are required to count all housing units within their jurisdiction. The tribal affiliation of the people living within the housing units is not a consideration for counting their residence in the block summaries.

## Conformance of Census 2000 Blocks

If you prepare your local and tribal estimates by starting with 1990 census block counts, make certain that the 1990 census blocks, as shown on your 1990 block maps, correspond identically with the Census 2000 blocks shown on your Address List Review maps. In some cases, a new road or development will split a 1990 census block, rendering the 1990 census count unusable for creating a 2000 estimate. The Census Bureau will supply a 1990 to 2000 census block number equivalency file so estimates can be linked.

## Strategies for Counting Housing Units



You need not prepare local estimates for all blocks to participate in the Address List Review program. We suggest that you focus on blocks where the housing stock has changed the most since 1990. Furthermore, by focusing on areas that you know have changed, you will identify areas that will receive the greatest benefit with a minimum amount of resources.

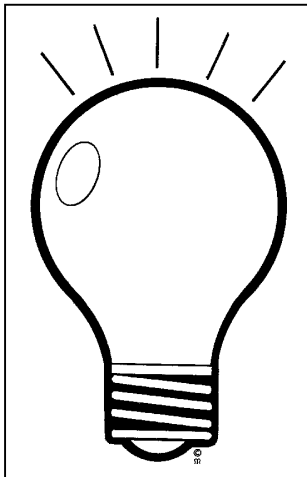
The Census Bureau recommends that you concentrate your time and resources on:

- Areas with changing housing inventories, especially high growth areas where the most new housing or residential conversions have taken place.
- Areas known for illegal conversions.
- Other areas where you suspect the Census Bureau might inaccurately count, such as along your jurisdiction boundary.

When sources are unavailable or unusable, the local or tribal government must make a decision to stop participating in the Address List Review or to do a field check of the blocks themselves. The Census Bureau does **not** require you to field check your jurisdiction, because the Census

Bureau recently did that. If you choose to do a field check of some blocks, the Census Bureau recommends that you use the following procedures. This ensures that the procedures you use are similar to those used by our listers during the Address Listing operation. Use the Address List Review maps supplied by the Census Bureau, as well as portions of the Block Housing Unit Summary List and Census address list. For each block, develop a list of all housing units, as instructed below:

- Start at a corner of the block, traveling around each block in a clockwise direction (that is, always list the housing units to your right) and travel completely around the block.
- Always complete one block before you start another.
- For multi-unit structures, count all of the individual units as separate housing units.
- Circle the block number on your map when you finish checking a block, so you can keep track of your progress.



While you check a block, be alert to signs of hidden living quarters. Your ultimate goal is to include every structure where people live or could live. In addition, here are some things to look for and investigate:

- Extra mailboxes or mail slots, indicating that there is more than one living quarters in the building.
- Extra door buzzers.
- Extra electric and gas meters.
- Stairs leading to a basement or attic apartment.
- Living quarters over and/or behind stores, churches, and so forth.

- Commercial buildings converted into a home or apartments.
- Extra driveways and garages to a home.
- Extra cars parked in back alley entrances to private homes.
- Alleys and walks around homes leading to side or back entrances.
- Factory lofts, old garages, carriage houses and stables converted into a home or apartments.
- Building under construction.

The list above only provides clues that a housing unit exists. Count only units that you confirm to exist and meet the Census Bureau's definition of a housing unit (See Appendix A, The Glossary for a definition of a housing unit).